AQS Web User's Guide

Index

- 1. Background and Frequently Asked Questions
- 2. Logging onto AQS for the first time
- 3. Registering with CDX
- 4. Running standard reports
- 5. Loading data to AQS Web
- 6. Synchronizing passwords
- 7. Other differences between client server and web version of AQS.

US EPA, OAQPS/ITPID/IMG July, 2003

Purpose

The purpose of this document is to explain the differences between the AQS client server and AQS Web software. This manual assumes you are a currently registered user of AQS and have familiarity with the AQS client-server application.

Background and Frequently Asked Questions

Background

The client-server based Air Quality System which was implemented in February 2002 provided a more user friendly environment to access the reengineered AQS Oracle database. Prior to this development, users of AQS would use mainframe based software which, while having advantages, was outdated and difficult to master. Soon after the implementation of AQS client-server, planning was started for AQS Web.

In March 2002, the development of the AQS Web was begun. While AQS Web still uses the Oracle based AQS database, access is significantly easier and many database enhancement have been made. The AQS Web will begin to be implemented in 2003, with more enhancements to be made continually.

What is AQS Web?

AQS Web allows the user to access the AQS database using a web browser (Internet Explorer version 5.5 or later) instead of an AQS client. Thus, there is no longer a need for SecurRemote to access the AQS database or to download new versions or patches for the client. If you can access the web using Internet Explorer, you can access AQS Web. AQS Web also uses the EPA Central Data Exchange (CDX) software to send and receive data and reports from the AQS database. The "look and feel" of AQS has not been changed, so the processes and screens will be familiar.

What is CDX?

CDX or Central Data Exchange is the electronic front door to the Environmental Protection Agency and will be the mechanism that the user community uses to send and receive data from EPA. In the case of AQS, CDX will replace the FTP process for sending and receiving data from AQS. CDX will also be used to return *batch* reports to the user. CDX is a separate application from AQS, but is also web based and the two applications link back and forth to one another. Users will need to have a CDX user-id and password, which can be the same as your AQS user-id and password.

How do I access AQS web?

AQS Web is accessed using the Internet Explorer (version 5.5 or later) web browser which is available free of charge from www.microsoft.com. A valid user-id and password, a connection to the internet and Internet Explorer are the only things required to access AQS Web.

After the initial set-up is completed, the AQS Web can be accessed from: http://www.epa.gov/ttn/airs/airsags/agsweb/agswebhome.htm

How do I get setup to use AQS Web?

Although this will be explained in more detail later in this document, there are two steps to getting set-up to use the AQS Web.

- 1. If you are a current AQS user, make sure your mailing address is correct. The CDX system will mail a Customer Retrieval Key to active AQS users who will use the Customer Retrieval Key to activate their CDX account. You can verify your mailing address by going to the Admin/Security screen in the AQS client-server Version 2.4 application. Version 2.4 has a City field and an additional Address field that was not available in earlier versions.
- 2. After receiving the Customer Retrieval Key from CDX, go the AQS Web Home page.

 http://www.epa.gov/ttn/airs/airsaqs/aqsweb/aqswebhome.htm and follow the directions under the "AQS Initial Setup" link (which are also listed below).

What if I have problems?

In most cases, users who are having problems with the AQS Web will contact the AQS Help Desk at 866-411-4EPA or via email at epa.gov.

If the problem relates directly to CDX, such as problems using the CDX Customer Retrieval Key, CDX mailbox issue or invalid/expired CDX password, the user should contact the CDX Help Desk at 888-890-1995 or via email at epacdx@csc.com.

If you are unsure of the nature of the problem, contact the AQS Help Desk.

Logging onto AQS Web the First Time

Prior to logging on to AQS Web for the first time, a few housekeeping items must be taken care of. This housekeeping takes care of installing a certificate onto your computer and completing the CDX Registration process. Again, this must only be done one time.

Components

To access and run the Web version of AQS you would need to have the following components. The method to get them except for the browsers will be explained below.

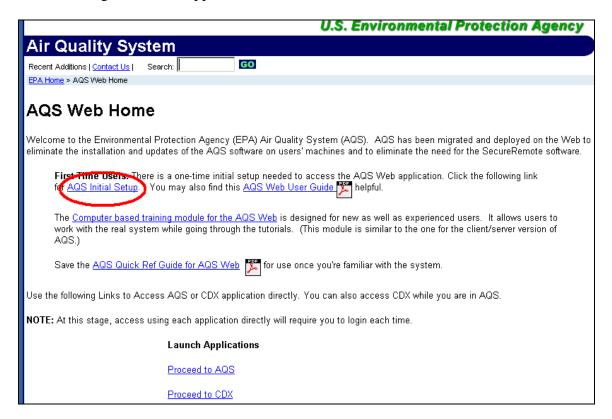
- Browser. You must use Microsoft Internet Explorer, version 5.5 or higher.
- JavaBean Certificate. This must be installed for the application to work correctly.
- Java. To run Oracle's "flavor" of java you must install the Jinitiator plug-in.
- Acrobat. To view report outputs in PDF you need Adobe Acrobat reader. It can be downloaded from http://www.adobe.com/products/acrobat/readstep.html

First Time

To run the set-up for AQS Web, go to the following address: http://www.epa.gov/ttn/airs/airsaqs/aqsweb/aqswebhome.htm

→ You will probably want to bookmark this page, as it will be the starting point every time you access AQS Web.

The following screen will appear.



Clicking "AQS Initial Setup" (highlighted here in the red circle) will take you to the screen shown on the next page.

You should now see the following screen (without the red text):

Air Quality System Initial Setup

An initial setup is required to use the Air Quality System (AQS) web application and CDX. There are three steps. After the initial setup, you will access AQS by simply using the URL in the browser.

This only needs to be done once

Setup:

To begin setup, click the following URL Link:

https://oasint.rtpnc.epa.gov/servlet/f60servlet?config=aqs&form=A000.fmx (This is also the address for running AQS Web after you have completed the initial setup.)

1. Oracle Jinitiator

Click here to start the Oracle Jinitiator process

The first time you try to access AQS, you will be asked to download Oracle Unitiator plug-in. The version is expected to be 1.1.8.19. Click "Accept" to download this plug-in and follow the default installation to install it in the following directory: C:\Program Files\Oracle\Unitiator 1.1.8.19

2. JavaBean certificate

After you download Oracle Unitiator, you need to install the javabean certificate for AQS. This certificate allows you to save work files created for reports such as AMP500 and AMP501, etc. on you local computer.

Download and save the RegisterAQS.exe file (29KB, dated 2/27/03) to a local temp directory (c:\temp) on your PC.

Click here todownload the JavaBean

Execute (double click) RegisterAQS.exe and accept the default to save the output to c:\temp directory. **Don't** save under another directory for proper operation. The operation will install the certificate in Jinitiator.

3. CDX Registration (

You need to register on CDX using the ID you received in an email. Use this link to access CDX Registration. Click here to register with CDX

1

1. Oracle Jinitiator

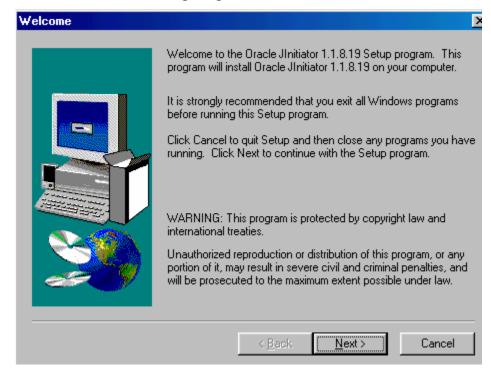
2. The first time you try to access AQS, you would be asked to download Oracle Jinitiator plug-in. The version is expected to be 1.1.8.19. Note, approximately 10 MB of data is downloaded when you click on this link, so it may take a few moments.

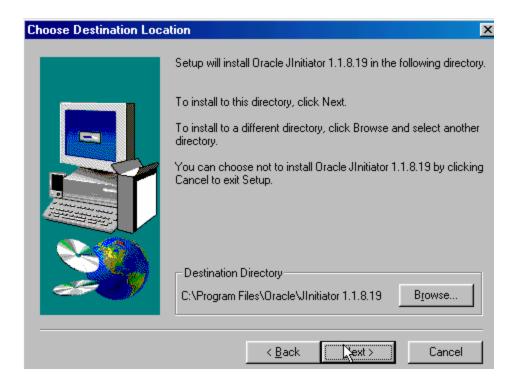
Click on the URL at 1 on the AQS Initial Setup screen shown above to start the Jinitiator process. The following screen will be displayed:

Respond 'Yes' to the following prompt.



Click 'Next' to the next 2 prompts





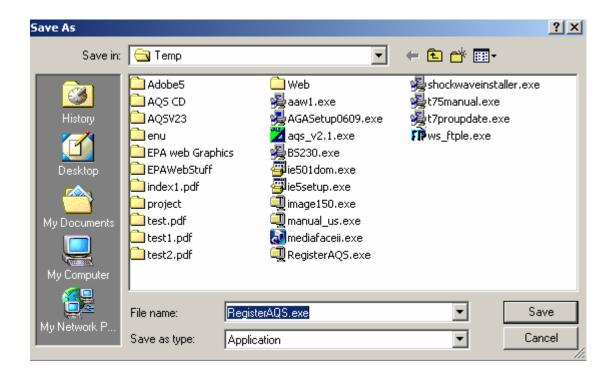
2

JavaBean certificate

- 3. After you downloaded Oracle Jinitiator, you need to install the AQS certificates. These allows you to access using HTTPS secure transmission and to save work files outputs created for reports such as AMP500 and AMP501, etc. on you local computer. Here are the steps:
- 4. Click 'RegisterAQS.exe' on the AQS Initial Setup screen shown above. The following screen will be displayed. If this does not work (you get a blank screen), return to the AQS Initial Setup page and right-click on 'RegisterAQS.exe' and select "Save Target As..."







Click Save and the file will be saved. You will then be returned to the AQS Initial Setup screen below.

Let's take a minute to explain how the CDX registration process works.

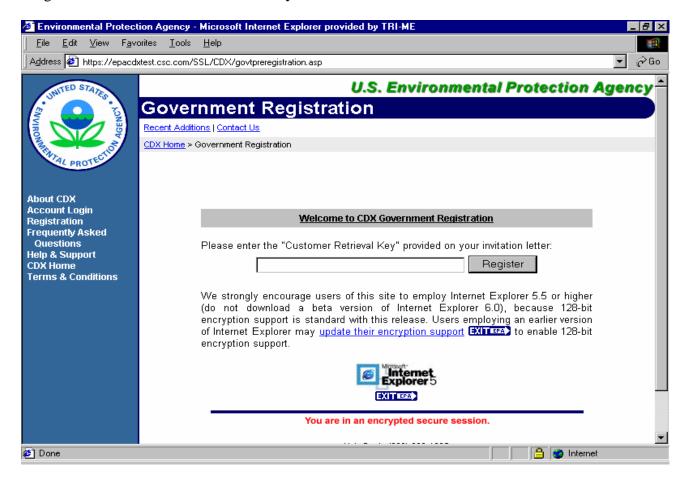
3 Registering with CDX

A registration letter will be sent to you based on the mailing address in the current AQS system. The address can be verified or updated by accessing the Admin/Security screen within the AQS client server application Version 2.4. It is critical that your mailing address be correct, as this is used to send the registration letter which is needed to complete the CDX registration process.

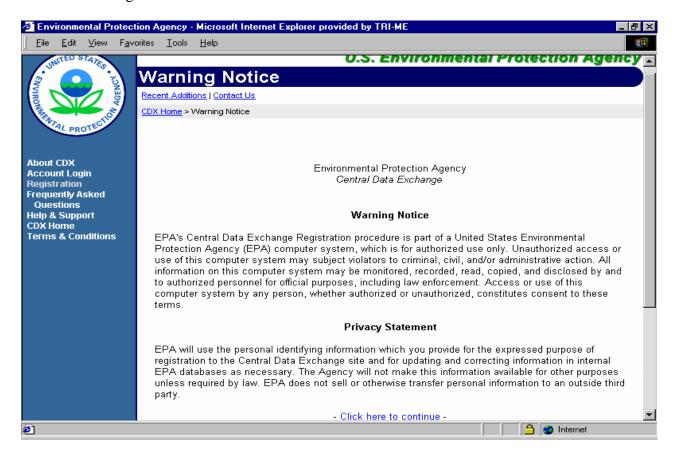
The registration letter that you will receive from CDX will contain a 'Customer Retrieval Key' or CRK. This CRK is used to complete the registration process with CDX - you will only need to register with CDX one time.

After receiving the CDX letter, click on 'CDX Registration' link. The screen on the following page should appear.

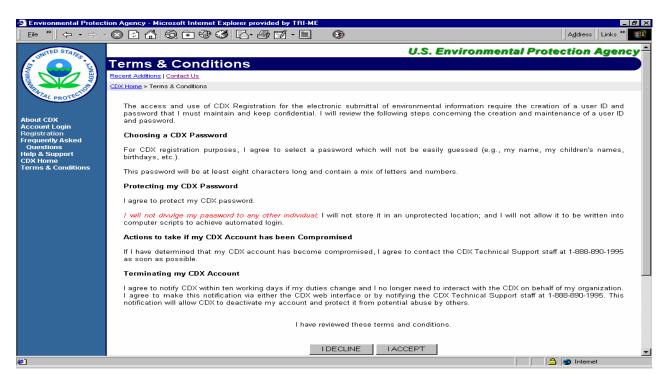
Enter the 'Customer Retrieval Key' exactly as it appears in your letter and click 'Register'. **The Customer Retrieval Key is case sensitive!**



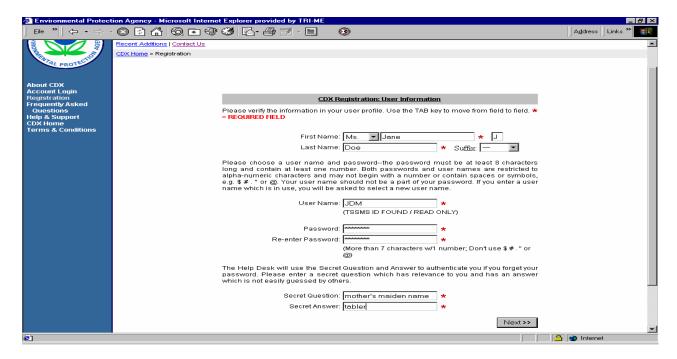
Read the warning notice and "clicke here to continue".



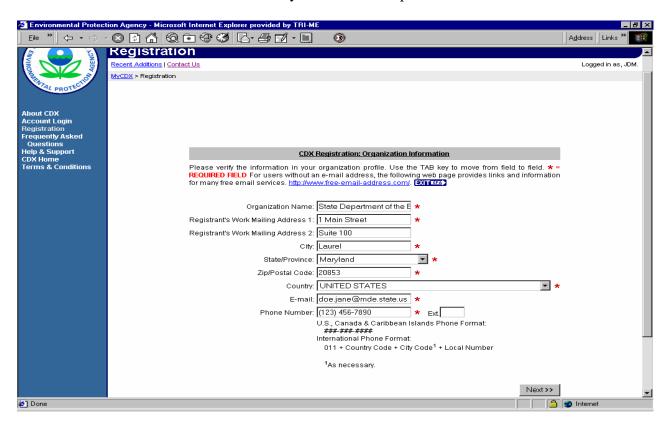
Read password rules and click "I Accept" if you do.



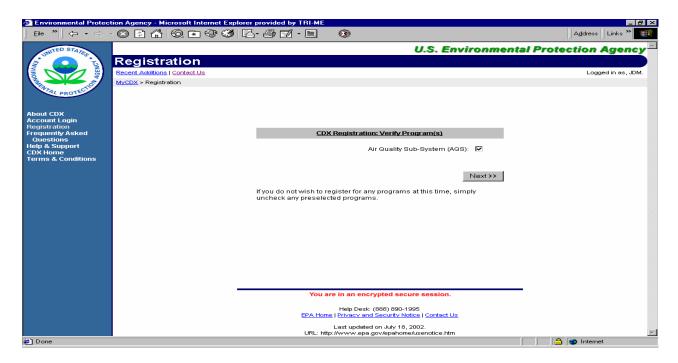
Enter preferred password (can be the same as your AQS password), verification, secret question and answer then click on "Next" at bottom.



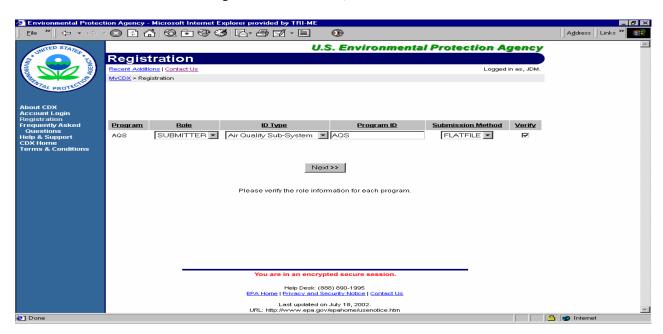
Review and revise as necessary pre-populated contact information and click on "Next" at bottom. The email address is where all of your CDX correspondence will be sent.



Verify that you are being registered to the correct environmental data collection (AQS) and click on "Next".



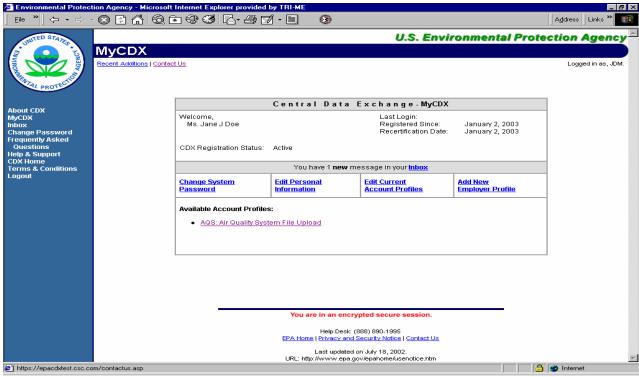
Verify your role (Retriever or Submitter) and click on "Next" to accept the default information provided. The role of Retriever means that you will be able to run reports in AQS but not submit data. The role of Submitter means that you will be able to submit data and run reports. If in doubt, choose Submitter.



Click on "Finished". You will receive an email confirmation that you successfully registered at EPA's Central Data Exchange.



You have successfully completed the CDX registration process. If you would like to begin uploading files to AQS, click on "AQS: Air Quality System File Upload" link at the bottom of the box.

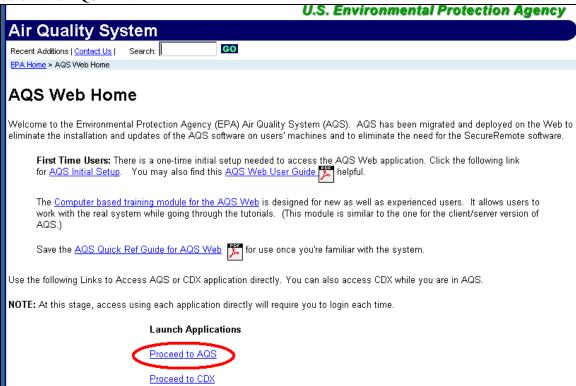


You are now ready to use AQS Web!

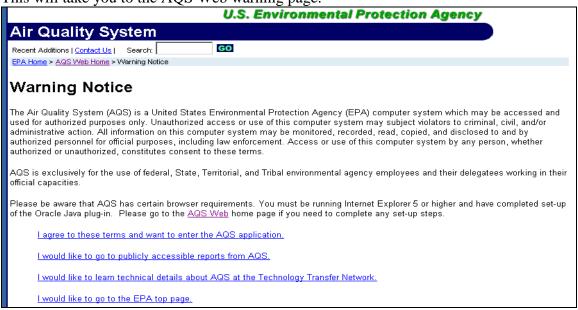
After the initial set-up is completed, AQS Web can be accessed from:

http://www.epa.gov/ttn/airs/airsaqs/aqsweb/aqswebhome.htm.

Follow the "Proceed to AQS" link (circled in red below). Note also the link to CDX below the AQS link.



This will take you to the AQS Web warning page.



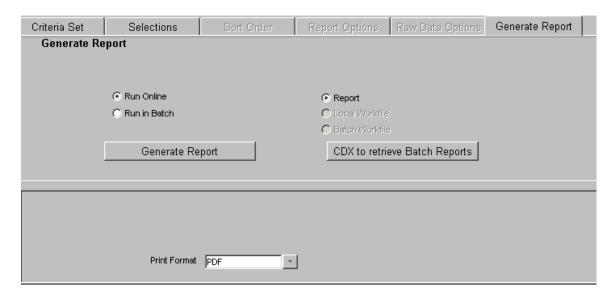
If you accept the conditions on the warning page, enter the application. EPA security policy requires that all web applications be entered through a warning page.

Running Standard Reports

Running the Standard Reports in AQS Web is very similar to using the AQS client server. There are 2 major differences; first, in running *batch* reports, the FTP client has been replaced by CDX and second, online reports are returned directly to the browser as opposed to using a 'Previewer' used in the client server version. Using batch and online reports is explained below.

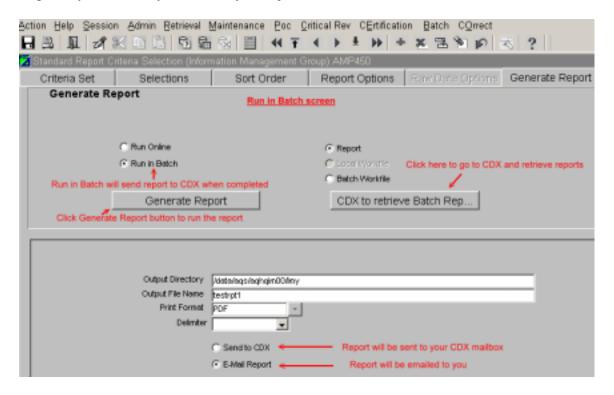
Online Reports

When running online reports, the 'Generate Report' tab screen will work very similar to the client server version. The difference will be that after the Generate Report button is pressed, the user will not have to press the NextPage or PageDown key after the Previewer is displayed, rather the report will be displayed directly to the screen.

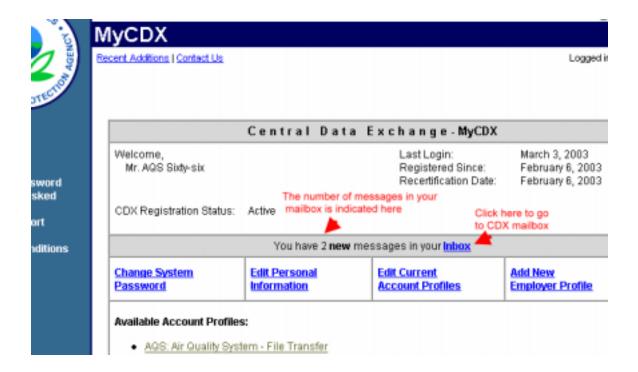


Batch Reports

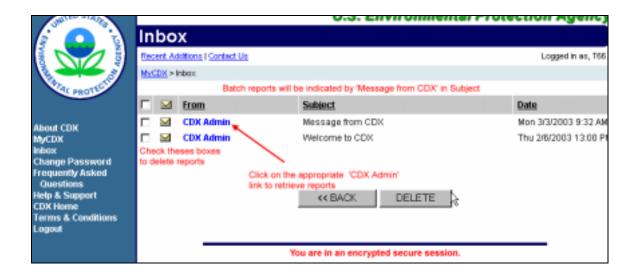
Batch reports can be sent back to the user's mailbox in CDX. After clicking the 'Generate Report' button you will go to CDX to retrieve the report. You can get to CDX by clicking the 'CDX to retrieve Batch Reports' button. (You can also leave CDX open in another browser window.) If the 'Send to CDX' button is selected, the report will be sent to your CDX mailbox and you will receive an email notifying you when the report is ready. If 'E-Mail Report' button is selected, the report will be sent as an attachment in an email. A word of caution when using the 'E-Mail Report' option – if the report is too large for your email system, it may be rejected.



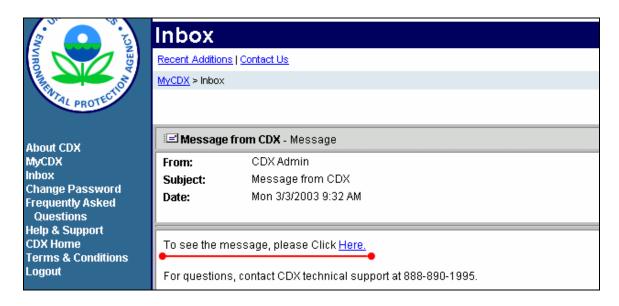
After clicking the 'CDX to retrieve Batch Reports' and providing your CDX userid and password, the following box will appear.



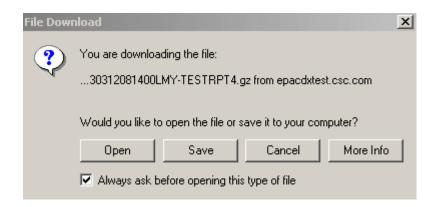
After clicking the 'Inbox' link the following page will be displayed.



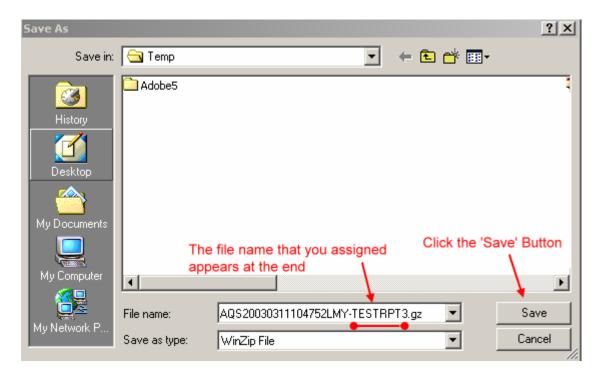
After clicking 'CDX Admin' on the 'Message from CDX' line the following page will be displayed.



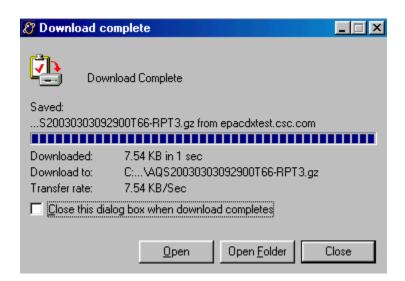
Clicking 'Here' will start the process of moving the batch report from CDX to your location.



Click 'Save' and the following page will be displayed.



Click 'Save'.

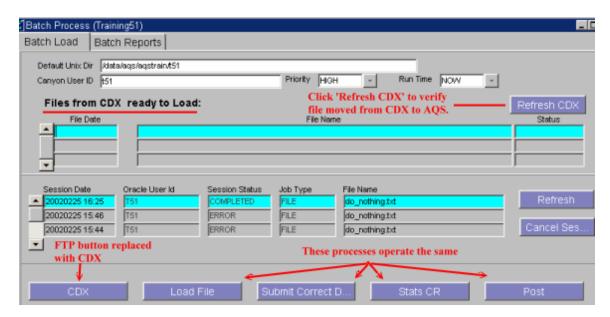


Click 'Close' after receiving the 'Download Complete' message. The batch report should now be in the location on your computer where you saved it. The file will be zipped.

It is important to keep in mind that when you go to CDX from AQS you are entering a separate application. To return to AQS from CDX there are 2 options: (1) minimize the CDX screen and you will be at AQS, or (2) exit CDX by clicking the 'Logoff' link. If you may be coming back to CDX again it would be better to minimize the CDX screen and then you will not have to log back in again.

Loading Data to AQS Web

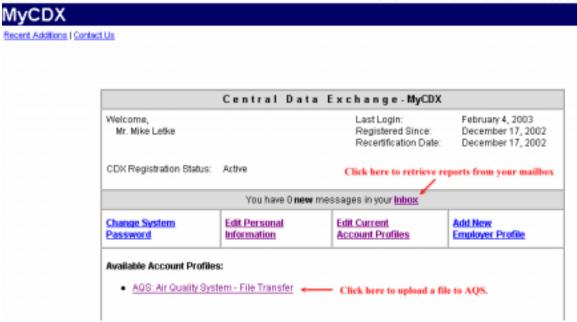
In the client server version of AQS, an FTP client was used to send data to AQS. In AQS Web, Central Data Exchange or CDX is used to send data to AQS.



The first step in loading a file to AQS Web is to move the file from your computer to AQS. This process is started by clicking the 'CDX' button on the bottom left of the Batch Load screen. After clicking the 'CDX' button, a new window will open with the CDX application screen below.



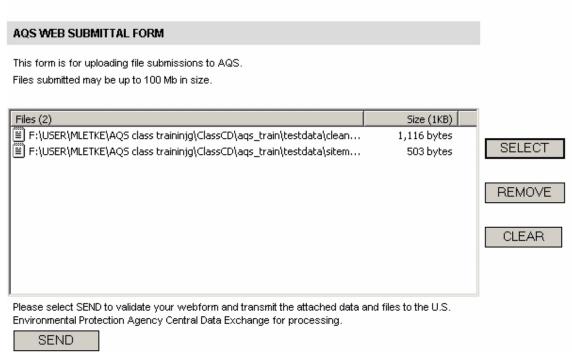
Enter your User Name and Password and click Login button. The screen below will be displayed.



It is important to keep in mind that when you go to CDX from AQS you are entering a separate application. To return to AQS from CDX there are 2 options: (1) minimize the CDX screen and you will be at AQS, or (2) exit CDX by clicking the 'Logoff' link. If you may be coming back to CDX again it would be better to minimize the CDX screen and then you will not have to log back in again.

To send a file, click on the 'AQS: Air Quality System – File Transfer' link. The following screen will be displayed.



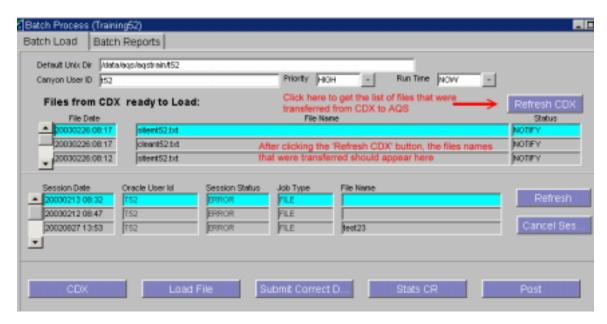


Use this form to select the file or files to be transferred from your computer to CDX. Initially, there will be no files listed. Click on the "Select" button on the upper right to open a file selection popup window. After the files have been selected and added to this screen, click Send. After the 'Send' button is clicked the following screen will appear to verify the files were sent. CDX will then transfer the file to AQS. When the file has been transferred, the file name will be listed in AQS on the Batch Load screen under the 'Files from CDX ready to load' heading.

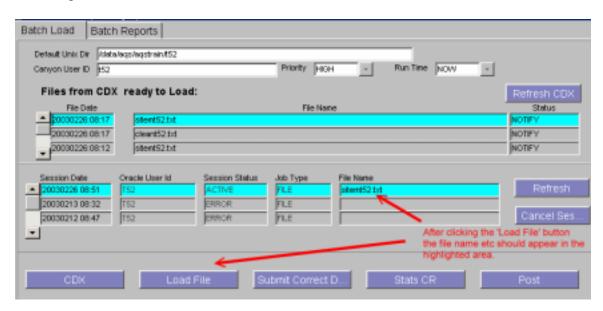


If there are more file to be uploaded, click 'Upload more files'; if there are no more files to be uploaded, click 'Exit Webform' which will return you to the main CDX screen. At this point, if you are finished using CDX, you may exit by clicking the in the upper right corner or minimize the CDX screen by clicking the in the upper right corner. After exiting or minimizing the CDX screen, the AQS Web Batch Load

screen should appear. If the transferred files have not appeared in the 'Files from CDX ready to load' area, click the 'Refresh CDX' on the Batch Load screen and the files that were transferred should appear in the list. It may take a few moments for AQS to be updated as the files are transferred from CDX. See image below.



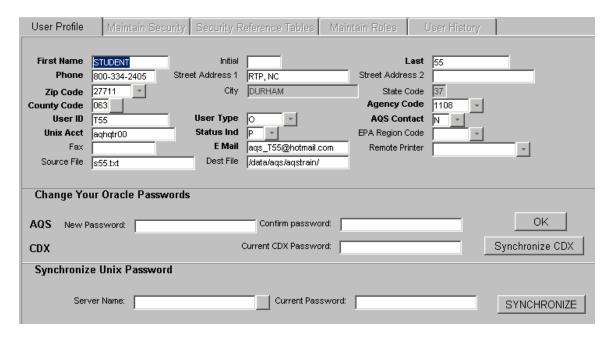
After the transferred files appear in the 'Files from CDX ready to load' area, click the 'Load File' button to begin the load process. The screen should change to reflect the file being loaded – see the screen below.



After the Load File button is clicked the process of uploading data to AQS is exactly the same as the client server version.

Synchronizing Passwords

The process of synchronizing passwords is very similar to the client server version. One difference is the addition of a CDX password. The screen below is accessed from AQS Web Main Screen by clicking Security/Admin.



The password can be synchronized as in the client server version of the software. Remember to change your passwords every 90 days.

Other Differences between Client Server and Web version of AQS

In the client server when you used Maintain, you would have to click 'Enter Query' prior to entering data. In the web version, you do not have to click 'Enter Query' prior to entering query information.

When in Maintain, in the client server if you were changing forms, for example you wanted to go from Site to Monitor; you had to click the Cancel Query button. This is no longer necessary.

The process of maintaining passwords is the same, except Volcano has been replaced by CDX. The requirements for changing passwords every 90 days remain the same.

Many of the funciton keys have changed in AQS Web. If you used them often in the AQS client-server application, review the menus to make sure you do not accidentally execute the wrong command.